

PROJECT CHARTER

Caliber Public Safety #1

Approval Date: 10/19/20

Revision History

Charter Revision Register: This section is used to document any changes and serves to control the development and distribution of revisions to the project charter. It should be used together with a change management processes as appropriate, and housed in the formal project repository. *Note: Best practice is to save the original baseline version as a separate file so that an accurate history of the original document remains available for comparison.*

Change Description	Approved by	Date of Revision
Adding Risk and Backup Plans adding change control	Kevin Ruby	12/1/2020
Initial document approval	Joseph Kadhim	10/26/2020

Approval: Joseph Kadhim 10/26/2020

Accountable Executive/Project Sponsor

Change Control: Any changes to the project will be thought over by the whole team before agreeing/disagreeing to the changes. Once a decision is made by the team, the team will let Caliber approve of the changes before acting on any changes. If not agreed by Caliber a compromise must be made between Caliber and the team before any work on the changes can be made.

Executive Summary

Project Name: Caliber Public Safety #1

High-level Objective Statement: We will create a solution that allows clients to create reports against the data relevant to the community they serve, as well as allow community members to access reports that are administratively designated as publicly available.

Background Information: It's vital that first responders (fire departments, police departments, EMTs, etc.), as well as the communities they serve, are able to understand the effectiveness of the services they provide. Creating a user-friendly way to comprehend the data that explains these metrics allows a wide breadth of users to gain insight from what would otherwise be largely incomprehensible data.

Successful Outcome Statement: Clients will have a user-friendly reporting tool to successfully query reporting data in order to determine the effectiveness of the services they provide. This tool will produce visualizations that allow any range of users to easily comprehend the data.

Strategic Alignment: Caliber safety wants to ensure that both first responders and their respective communities can be safer and more informed. Using data and reporting tools to take confusing large sets of data and drilling down to a simple yet effective visual report would allow both first responders and communities to better understand the statistics and data that Caliber has collected.

Primary Project Contacts			
Role	Name/Title	Phone	Email
Project Sponsor/ Accountable Executive	Joe Kadhim	(720) 201-9063	jkadhim@caliberpublicsafety.com
Project Sponsor/ Accountable Executive	Bryce Harward		bharward@harriscomputer.com
Project Sponsor/ Accountable Executive	Darin Dillard		DDillard@caliberpublicsafety.com

Project Scope & Stakeholders

In-Scope Statement: The team will design and develop a web application capable of user login, running canned/custom reports, and publishing reports to community pages.

Out-Of-Scope Statement: The team will not work towards deploying the project to the public. Team will not add or edit data sets, only query and display data.

Assumptions:

- Data is valid
- We will not alter any data
- Users will know how to select appropriate data
- Data will only be accessed by users with security clearance

Project Stakeholders: Stakeholders are those who have a vested interest in the project and/or its outcomes. Please indicate the project stakeholders below.

- Caliber Safety and their respective clientele (first responders)
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Impacted Measures & Improvement Targets

Impacted Performance Measurement Families: *in the section below, please indicate the primary measurement families that will be affected.*

Success Measures:

Measurement Family	Targeted Improvement
User-friendly UI	Allow the less tech- and data-savvy people to use and understand the UI.
Useful data analysis	Create multiple intuitive ways to visualize data, allowing any user to understand it. Ensure that the reports generated are representative of the actual data, and not cherry-picking in order to provide certain desirable results.

Schedule

Schedule Time Box:

Project Phase:	Deliverables/Milestone:	Baseline Time Box Dates	
<u>Initiate</u>	<ul style="list-style-type: none"> ● Meet with 4308 Team Members ● Meet with Caliber Safety Members ● Identify Caliber project request 	Start	Finish
		8/24/20	10/5/20
<u>Plan</u>	<ul style="list-style-type: none"> ● Complete Project Charter ● Schedule time frames ● Provide Caliber with our plan to the solution to their request ● Receive feedback on our plan ● Assign Team Member goals/roles ● Finalize plan with Caliber, await approval to begin development 	Start	Finish
		10/5/20	TBD
<u>Execute</u>	<ul style="list-style-type: none"> ● Create functional, user-friendly UI ● Generate reports based on user inputs ● Ability to ‘drill-down’ and change attributes like time period or location ● Ensure working on local devices 	Start	Finish
		TBD	TBD
<u>Close</u>	<ul style="list-style-type: none"> ● Test code and UI aspects ● Ensure documentation of solution ● Pass solution along to Caliber team 	Start	Finish
		TBD	TBD

Key Roles & Responsibilities

<u>Project Sponsor/ Accountable Executive</u>	<ul style="list-style-type: none"> ● Has ultimate authority ● Approves changes to the scope and provides whatever additional funds those changes require ● Approves deliverables ● Controls the business aspects of the project ● Assists in developing the project charter and project plans ● Executes formal reviews and management reviews ● Disposes of issues and change requests ● Makes user resources available ● Approves work products ● Assists in tracking action items ● Is responsible for the functional quality of the solution
<u>Project Manager/ Team Leader</u>	<ul style="list-style-type: none"> ● Controls the day-to-day aspects of the project ● Develops/maintains the project charter and project plans ● Tracks and disposes of issues; helps resolve issues ● Tracks action items ● Is responsible for the quality of the product or service ● Manages one or more functional aspects of the project ● Helps project managers with formal reviews and management reviews ● Helps research issues and change requests ● Maintains scope, estimates, and work plans for his or her area ● Ensures the proper reporting of status by his or her team members
<u>Application Developer</u> (Frontend / Web)	<ul style="list-style-type: none"> ● Design and develop user interface ● Work with web application frameworks ● Create dashboard with data visualizations ● Test webpage interactions
<u>Application Developer</u> (Backend / Reporting)	<ul style="list-style-type: none"> ● Pull in data from a centralized database ● Take in user input to create and show a detailed report ● Allow for dynamic reports and change them based on the needs of the user ● Allow ability to ‘publish’ certain reports and deploy them to public viewing ● Saving and editing of reports ● Setting up a user database and the handing of users

Risks and Backup Plans

<u>Risks</u>	<u>Backup Plan</u>
Potential data leak when dealing with confidential data, especially for minors (names, locations, incidents)	Construct a separate and secure login, including a two-factor authentication, for administration.
Power BI might have issues with compatibility with Flask, and/or other systems we implore to use.	Both explore other options beyond PowerBI, or other alternatives to Flask.

Team Roles

<u>Name</u>	<u>Position</u>
Alex	Project Manager
Joe	Front end (Design)
Blake	Front end (Functionality)
Dylan	Head of PowerBI research
Andy	Data Cleaning/wrangling
Kevin	Database Connection